

Subject
MAY 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 5 May 1967

1. Electronic Engineers: As a result of a concentrated recruitment effort, the Office of Communications has advised us that they now have filled all of their requirements for Electronic Engineers. This goal has been achieved at a time when industry is competing fiercely for the same type of candidates.

2. Cooperative Education Visitor: Colonel A. H. Stubblefine, Jr., Coordinator of Cooperative Education at the University of South Florida, visited Mr. [REDACTED] last week. He was given a tour and briefing at NPIC. Also he talked with the three South Florida co-op students who are now working at NPIC.

3. Cooperative Education Conference: Mr. [REDACTED] is planning on attending the Southeast Regional Conference on Cooperative Education on 22 - 24 May. This conference is being sponsored by Georgia Tech and will take place near Atlanta, Georgia.

4. Employee Handbook: Final details for printing the Employee Handbook were discussed with Printing Services officials in mid-April and the material is now at the [REDACTED] for printing. The estimated delivery date is on or about 19 May 1967.

5. Coding Form 444j: Coding of Form 444j, "Qualifications Supplement to the Personal History Statement", is progressing. In addition to coding the 444j, the Military Status information on each

individual is being reviewed at the same time. Thus far, only information concerning employees in grades GS-1 through 5 is being coded. Information concerning higher graded employees is being held in Career Service groups to be handled at one time. It is expected that coding by Career Service groups will increase the quality and provide greater uniformity in coding.

6. Progress on Annual Consultant Renewal Exercise: All of the Form 503, "Justification for Consultant", have been returned to us by the using components concerned. We are now preparing a report for submission to the Deputy Director of Central Intelligence. Our target date for this report is 15 May 1967.

7. Fringe Benefits for Contract Employees: The Director, Bureau of Retirement and Insurance reported on 5 May 1967 that he has prepared for submission to the Civil Service Commissioners this week the staff proposal to extend retirement, FEGLI, and health benefits to U. S. citizen contract employees. The proposed effective date is 30 June 1967, and the Director, BRI is as confident as was reported earlier that the proposal will be approved by the Commissioners. The 30 June effective date should give us enough "lead time" to get ready for implementing this important new change for contract employees.

8. Employee Activity Association: Redskins Tickets for the Exhibition Game between the Washington Redskins and the Chicago Bears on 9 August go on sale at the EAA Ticket Counter today, 8 May 1967.

9. Tennis Instructions: Tennis instructions for beginners and intermediates starts on 9 May. Thirty-three members of the Employee

Activity Association have signed up for this instruction which will be conducted on Tuesday, Wednesday, and Thursday evenings.

10. "Self-Defense for Women" starts on 9 May. A total of 44 members have signed up for this course -- 22 for Tuesday evenings and 22 for Thursday evenings.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

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OD/Pers, [REDACTED] sac (8 May 67)

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 28 April 1967

1. Skills Bank: During April 433 completed files and 156 write-in resumes (total 589) were deposited in the Skills Bank. Of the completed files, 117 went to the Career Training Program directly as committed cases. The number of cases that have been committed to the CTP since 1 January 1967 totals 473.

2. University Associates: Dr. [REDACTED] our tentatively approved candidate for University Associate at the University of Colorado, is leaving Colorado in June to become [REDACTED]

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[REDACTED] We are sorry to lose Professor [REDACTED] from the list of probable University Associates and will be seeking an acceptable new candidate from either the University of Colorado or the University of Denver. We have advised Dr. [REDACTED] that we will not be able to continue his processing in view of his transfer to [REDACTED] inasmuch as we already have representation in Indiana at Purdue and Valparaiso. In addition, we have the prospect of adding a representative of the University of Notre Dame to our list of Associates.

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3. Progress on Revolutionary Development Program in South Vietnam:

[REDACTED] officers scheduled for assignment to the Cadre Development Program are currently in the OCO training course. They will revert back to CIA for further training on 29 May. [REDACTED] additional officers have been cleared and will EOD on 26 May. In addition, [REDACTED] officers will report on Monday, 1 May, for their appointments. If these officers

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are acceptable and cleared, they will EOD also on 26 May, thereby completing our quota of [REDACTED]

[REDACTED]

5. Honor and Merit Awards: The Director of Central Intelligence presented the Distinguished Intelligence Medal to Mr. [REDACTED] at a ceremony held on 25 April 1967.

The Deputy Director of Central Intelligence presented the 1st Oak Leaf Cluster of the Legion of Merit to Colonel [REDACTED] at a ceremony held on 26 April.

6. Suggestion Awards Committee: Suggestion and Invention Awards approved thus far for Fiscal Year 1967 total \$22,015 compared with \$13,257 for Fiscal Year 1966. Tangible savings from awards paid thus far this fiscal year total \$721,639.

7. Barbershop: Initial steps are being taken towards possible employment of a fifth barber starting in September 1967.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

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